



## Approved Private Schools for Students with Disabilities 2023-2024 APSSD Budget and Audit System

### Budget

In accordance with N.J.A.C. 6A:23A-18.16, each Approved Private School for Students with Disabilities (APSSD) is required to input budgeted financial information into the web-based system. The budget system includes budgeted fiscal, program and staffing, information, as well as revenues, appropriations and supporting documentation. The budget system is accessible through [NJDOE Homeroom](#).

### Audit

In accordance with N.J.A.C. 6A:23A-18.10, each APSSD and the independent auditor will be required to input audited financial information into the web-based system. The audit system includes audited fiscal data, revenue and expenses for the period of July through June. The audit system is accessible through NJDOE Homeroom.

### Accessing the Budget and Audit System

Access to the Budget and Audit system is managed by the APSSD's Homeroom Administrator. Information pertaining to the homeroom administrator is available in the [Homeroom Administrator Manual](#). Questions regarding access must be directed to [doeit@doe.nj.gov](mailto:doeit@doe.nj.gov).

In order for APSSD Auditors to access the audit portion of the APSSD Budget and Audit System, each Auditor must complete registration process, in the Audit Management System. APSSD auditors will need to request and obtain a Department issued personal identification number (PIN) code(s) for each APSSD client to access the APSSD Audit Management System for that APSSD client. To obtain a PIN, send an Excel listing of the audit firm's client APSSD that contains, the APSSD's county, name and four digit CDS number via email to [doe.pssd@doe.nj.gov](mailto:doe.pssd@doe.nj.gov) as a request for PIN number(s). After the Department receives the email request, a return email will be sent containing a 6 digit PIN for each APSSD listed. It is imperative that the independent auditor confirms access has been granted.